

EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services
POST DESIGNATION: Assistant Superintendent (Water Distribution) x3
(Permanent)
4887 (Uniondale) 1581 (Wilderness) 1336 (George)
REFERENCE: 3013851

Salary: R335 328 - R435 288 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

National Diploma in Civil Engineering or similar 3-year Tertiary Qualification (or) Grade 12 and Trade Test Artisan Certificate (Plumbing).
Code B Driving License.
Computer Literacy: MS Office.
3-5 Years relevant experience.

COMPETENCIES:

Core Professional Competencies - Problem Solving, Planning and Organising, Organisational Awareness.
Functional Competencies - Discipline Specific Skills, People Management, Task Management, Workplace Safety, Budgeting.
Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation.
Personal Competencies - Action and outcome orientation, Resilience, Ethics and Accountability.
Management / Leadership Competencies - Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

KEY PERFORMANCE AREAS:

To ensure that the water distribution network is well maintained and that water meters are replaced, and connections made as required.
To ensure that water Pump Stations is fully operational and functions optimally.
To ensure that the reservoirs, water towers and pressure containers are operational, and that water levels and pressure is acceptable.
To ensure departmental guidelines and statutory/ regulatory requirements are observed during the operating sequences.
To ensure that financial control is exercised before and during the purchase of goods.
To ensure personnel are capacitated and capable of performing at acceptable levels, deviations addressed, and corrective measures implemented to sustain productivity and efficiency.
To ensure that communication channels are effective, and that information is obtained and shared, to secure the effective operation of the water network.

To ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to handle stress and work pressure.
- Good interpersonal and communication skills
- Ability to communicate in two of the official languages of the Western Cape.
- Good leadership and people management.
- Good organizational skills.
- Required to do stand-by and overtime.
- Must be reliable and trustworthy.
- Required to work in adverse weather conditions.
- Required to meet specific deadlines and time frames.

PROBATION PERIOD: 6 months

ENQUIRIES: DEON DE JAGER (044 8019354)

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online on the portal on or before **[2024-02-28]** at 16:30pm.

Please Note the following when applying on the Portal:

- **Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website, under Job Portal, before completing their online application.**
- **For Applicants to check and verify their current status or progression of their application, please can they refer to their "Inbox" tab on the portal.**
- **Please ensure that all information on your profile is correct and all the necessary documents are attached, prior submitting your job application.**
- **If the position advertised is based in more than one town, please ensure to place town preference in brackets, next to your name in the Name field.**

Applicants must complete all the mandatory profile fields honestly and thoroughly, and ensure the following documents are submitted under the correct Field Titles:

1. A comprehensive CV (Stipulating Full employment history-Title of position held, time periods and duties).
2. All applications must be accompanied by Certified copies (not older than 6 months), by a Commissioner of Oath.
3. All relevant Qualifications must be attached, the identity document, driver's license (If applicable) must accompany your application. **Only online applications will be accepted.**

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-02-28] AT 16:30PM

